

General Directions for Completing the EF-X-174

Report ALL instructional activity regardless of their cost or source of funding. Enrollment totals by category must match the appropriate category totals reported on the EF-X - 132.

INSTRUCTOR SS# - Must be completed for each course entry.

COURSE TITLE - The course title should be listed as it was advertised and recorded. A detailed course description should be on file at your location. Identify learning center activity as 'Learning Center'. Please abbreviate titles, as needed, to fit the space provided.

HOURS – This should be the number of clock hours the course or learning activity ran. If it is a Learning Center activity, prefix the number with 'LC' and show the total number of hours the instructor was employed in this activity whether they were actively teaching or not.

STUDENTS - The number of students actually enrolled in the course. If it is a Learning Center activity, indicate the number of students served by each instructor separately. In cases where more than one teacher at a time worked at the learning center please apportion the enrollments among the teachers using your best judgment. Please be sure you are not double counting student enrollments when reporting learning center activities.

FUNDING SOURCE – Please code courses as follows:

Adult Transitions = **6060**

Federal AEFLA = **6100**

Adult Enrichment = **6200**

Adult Workforce Training & Retraining = **6300**

Adult Learners with Disabilities = **6400**

Adult High School Completion including GED preparation = **6500**

Adult Literacy (local/state) = **6600**

Federal CTE (Perkins) = **6700**

Even Start Family Literacy = **6800**

MEFLI & other Family Literacy = **6900**

Other = **6000**

Please number your pages (e.g. Page 1 of 10). If you are submitting paper copies of this report, staple all pages together in the upper left-hand corner and parallel to the long edge. Thank You

Directions for Completing the Electronic Version of EF-X-174

You will need MS Excel 5.0 or later to open and use this electronic version of the EF-X-174. Depending on your computer (and printer), it may be necessary to adjust the margins and/or page layout to allow this form to display and print properly. It may be possible to import this file into other spreadsheet programs, but, in doing so, some of the functionality may be lost.

This file has the capacity to list a total of 300 classes (six sheets - each with space to list fifty classes). If additional space is needed, contact Andrew McMahan 624-6754 for instructions on creating additional sheets.

Instructions for specific fields:

The form has been designed to allow you to navigate from box to box using the TAB key. While it is possible to access other fields, only fields designed to accept data can be edited.

In the Instructor SS# field, it is only necessary to enter the numbers. The proper formatting will be inserted automatically.

Please abbreviate course titles, as needed, to fit the space provided.

The "Funding Category" field will only accept the funding source codes detailed in the general directions for filling out the EF-X-174. Note that when you enter that field, a small arrow will appear on the right hand side of the box. Clicking on that arrow will bring down a list of the acceptable codes to choose from. The code you select will be automatically entered in the field. If the class does not fit one of the predefined codes use the 6000 code.

Submitting the completed form:

Once completed, you may print out paper copies for your records and/or save the file to your hard drive or a diskette. Be sure to use the "SAVE AS" command on the file menu (and change the file's name) if you wish to preserve a blank copy of the original file for future use.

To submit the EF-X-174 electronically, send the file as an attachment to an e-mail message addressed to adulted.DOE@maine.gov

Please type "EFX-174 for (your program's name)" on the subject line. No other message in the body is necessary. Please **do not** try to cut and paste a copy of the form into the body of the e-mail.